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Background

Brock University is committed to the health, safety, well-being and education of its students, employees and guests and therefore to the responsible management of alcoholic beverages served on campus or during sanctioned events; to minimizing the misuse of alcohol associated with any of its operations; to organizing, implementing and supporting an event risk management system and to providing education on alcohol health effects and its associated risks.

Purpose

The alcohol policy is intended to guide practices related to the service and use of alcohol in order to:

- Promote the safety and protection of its constituent members and the public
- Promote a greater understanding and awareness of the medical and social effects of use and abuse of alcohol, and to promote healthy lifestyles
- Minimize illegal and high risk drinking behaviour.
- Promote responsible attitudes and choices regarding alcohol use among members of the Brock University community.
- Prevent alcohol related damage, violence, illness, injury and/or death
- Promote the safe serving of alcohol at University sanctioned events and thus protect Brock University and its Food Service contractor from liability with respect to alcohol related incidents.
- Support the practice of safely providing alcohol on campus through well-managed licensed facilities and thus protect the Brock University Students' Union from liability with respect to alcohol related incidents.
- Recognize that the majority of incoming first year students is under the legal drinking age in Ontario so their access to licensed facilities and events should be controlled and non-alcohol based social activities should be promoted whenever they are part of the event target group.
- Foster recognition that the decision to consume or not consume alcohol is a personal one and individuals will be held responsible for their actions while under the influence of alcohol or other intoxicating substances.

Scope

This policy applies to Brock University employees, students, visitors, contractors and BUSU representatives and employees, on all Brock owned, leased or controlled property. Further, all University or BUSU sanctioned events and operations, (including conferences hosted on property owned, rented or leased by Brock University) located on or off campus, are subject to this policy.

Liquor License Provisions:

The University has two liquor licenses for the main campus ("campus" includes all property owned or leased by Brock University). One license is held by the Vice-President Finance and Administration, and the second is held by the Brock University Students' Union. The license holders have the ultimate responsibility for the formulation and ongoing review of procedures to regulate the retail, service, consumption and possession of alcohol at the University. Additionally, they are responsible for the renewal and extension of licenses and the monitoring of licensed premises and events, as well as the prevention of violations of the Liquor License Act.

Policies have been established for Brock's residences, Isaac's Bar and Grill and other venues used by Conference and Hospitality Services. The consumption of alcohol on campus in licensed areas is governed by the Ontario Alcohol and Gaming Commission (AGCO). The consequences of failing to comply with this policy or with the Alcohol and Gaming Commission regulations (www.agco.on.ca) could result in charges or suspension of privileges. Individuals are responsible for, and will be held accountable for, understanding and complying with University policies and criminal and provincial laws related to alcohol.

Policy

In all circumstances, on and off campus, where the University or its representatives provide alcohol, or where alcohol is provided by a third party on premises over which the University or its representatives have care and control, including the power to admit or exclude others, the following must be adhered to:

A) Whenever alcohol is involved in connection with the University, its use must be responsible, with due regard to the safety of all concerned, laws and regulations, and the development and maintenance of healthy lifestyles

B) The University realizes that alcohol is a potentially addictive substance and that the abuse of alcohol can and does lead to serious and complex medical and social problems. Accordingly, the University will foster education and awareness with respect to the use of alcohol.

C) All serving and consumption of alcohol must conform to the provisions of the Alcohol and Gaming Commission of Ontario, the Liquor License Act of Ontario and this policy.

D) Only designated agents of the license holders (Isaac's in the Student Centre, Hospitality Services and Food Service Contractor for the rest of campus) may serve alcohol on campus.

E) With the exception of Section VI regulation 7/8 of the Liquor License Act, which pertains to the use of alcohol by the Cool Climate, Oenology and Viticulture Institute, consumption of alcohol by persons under the age of 19 is illegal. Individuals under the age of 19 who are found consuming alcohol will be subject to University discipline and/or sanctions imposed under Law. Guidelines for research involving alcohol consumption can be found in Appendix A of this Policy.

F) If a person under the age of 19 is found consuming alcohol at a licensed event, the license holder may be subject to sanctions imposed under Law.

G) If an individual is found selling or serving alcohol to persons under the age of 19 they will be subject to sanctions imposed under the Student Code of Conduct, the appropriate employment discipline system and/or under Law.

H) A photo identification and monitoring system will be employed to ensure underage guests do not consume alcohol.

I) No person is to be served who appears to be intoxicated.

J) No person who is apparently intoxicated may be permitted to leave the venue until reasonable steps have been taken to ensure the person's safety and well-being.

K) Alcohol may not be consumed in public areas of the campus except in designated "licensed" areas. Special events in non-designated areas need to be approved by the license holder (Vice President, Finance and Administration) or designate. All requests for approval must be made at least 10 working days in advance through Hospitality Services.

L) Events on campus with student participants, at which alcohol will be served, must have prior approval of the Associate VP Student Services (Isaac's events excepted). Requests for approval should be initiated 10 working days in advance of the event through Hospitality Services.

M) Anyone serving alcohol must be certified in an appropriate training program, as approved by the Alcohol and Gaming Commission of Ontario, (e.g. *SmartServe*) within 30 days of employment. In the interim, new staff are to be monitored and directly supervised by trained staff.

N) All licensed venues and events must conform to the Alcohol Policy and AGCO Policies and procedures for training, service, and consumption of alcohol.

O) Neither the University nor the Brock University Students' Union will obtain a special occasion or equivalent license to operate off campus events involving alcohol, except with the permission of the Brock University license holder and in compliance with the Event Risk Management guidelines.

- No individual shall use the name of the University or any of its departments in an application for a special occasion or equivalent license to operate an event off campus.
- No individual shall use the name of the Brock University Students' Union or any of its sanctioned clubs in an application for a license to operate an event off campus.

P) All Brock University organizations and departments wishing to host or organize dances, banquets, and other events at which alcohol will be served are encouraged to consider one of the on campus venues available for these functions.

- Depending on the venue, individuals who wish to organize an event on campus should call Conference Services, Hospitality Services or the BUSU Liquor Services and Entertainment Programmer.
- If an off campus venue is preferred, organizers should refer to and comply with the Event Risk Management guidelines.
- Clubs and organizations ratified with the Brock University Students' Union must register any off campus event with the BUSU Business Manager 15 days prior to the event. Upon approval from BUSU, clubs must comply with the Event Risk Management guidelines.

Q) No activity shall be permitted that would promote immoderate consumption of alcohol (self-serve or unlimited bars). No group associated with Brock University or the Brock University Students' Union may sell tickets that give the holder access to an unspecified number of alcoholic beverages.

R) No alcohol is to be sold on campus except by the University (and its authorized contractors) and BUSU and in accordance with policies. Companies are prohibited from selling and/or delivering alcohol on campus except as arranged by BUSU or the University.

S) Breaches of this policy that arise with faculty, staff or other Brock personnel will be referred to Human Resources and Environment, Health and Safety for administration of appropriate employment discipline. Additionally, the License Holder may revoke event privileges if appropriate.

T) Supervisors will ensure that employees who report to them are aware of the Alcohol Use and Provision Policy.

Security/Enforcement:

Campus Security Services will provide assistance, to any organization requesting such assistance, by assigning uniformed or non-uniformed officers for any University alcohol related event. The individual or organization requesting such officers shall be responsible for their compensation. Any individual or organization requesting assistance must make the request no later than 10 working days prior to the function. Any time a function is organized, consideration must be given to security as outlined in the Event Risk Management Guidelines.

The Director or any officer assigned by him/her to provide assistance shall have authority to terminate any function where the possession, consumption or sale of alcoholic beverages is being conducted in violation of these regulations or the laws and regulations of Ontario (e.g. Liquor License Act and Regulations, Trespass to Property Act).

Violations and Penalties:

In addition to penalties applied under the Liquor License Act, Municipal By-Law, and/or the Criminal Code, any alcohol-related violation of these regulations shall constitute a violation of the University Alcohol Policy and shall be reported to and reviewed by the appropriate department. If a violation of this policy is found, the designated University official may assess appropriate discipline in the way of fines and/or compulsory attendance in an educational or community service program; terminate, suspend or modify the privileges of the individual or organization found to have violated the policy.

In determining whether or not to hold an organization liable for its members at a sponsored event, consideration will be given to the efforts of the organization to comply with the policy.

Other penalties for infractions of this policy are as follows:

- Written requests to cease inappropriate material can be issued on behalf of the University or BUSU.
- Advertising can be denied for publications and/or clients can be requested to change their advertising and/or advertising can be altered to follow policies.
- Complaints may be filed through the AGCO.
- Student offenders can be referred to Campus Security and/or the Discipline Committee to establish consequences.
- Non-student offenders can be charged with trespassing through the authority of Campus Security.

Off-campus Establishments:

Bus or otherwise organized trips to/from bars or drinking establishments or other events where alcohol is the primary focus will not be permitted. Any unauthorized vehicle sent to the campus by any off campus business or event where alcohol will be served for the purpose of transporting individuals to their business or event will not be permitted on campus.

Advertising of Events Involving Alcohol:

A) Advertising includes posters, flyers, advertisements in campus publications, and can include other media outlets, including the use of social media. Advertising on campus, or involving campus operations, must comply with University and/or BUSU policy and must conform to standards set out by the Alcohol and Gaming Commission of Ontario and the Liquor License Act.

B) Distribution of material or postings from off campus licensed establishments are prohibited and should be reported to C.S.S in order that trespassing charges may be considered and official documentation served upon the business and any agent working for them.

C) The University and BUSU reserve the right to remove any form of advertising of events involving alcohol as follows:

- Not approved for posting (refer to University and BUSU advertising/promotion policies)
- Ads promoting “Brock Nights” or similar events
- Advertising promoting drinking games, keg parties, price specials on alcoholic drinks, free drink offers, or any other type of promotion or inducement prohibited by applicable laws or regulations.

Promotions and Inducements:

A) In accordance with the Liquor License Act Regulations and the Council of Ontario University (COU) “Principles Concerning Alcohol Promotions and Inducements” Brock University has adopted the following:

- In its dealings with alcohol manufacturers and their agents, the University will conform to the principles outlined in this policy concerning the types of promotions, advertising and sponsorships allowed, and those principles will be applied consistently and uniformly to all manufacturers and their agents.
- Brock University will conform to a set of principles regarding the ways in which it will acknowledge the sponsorship, by alcohol manufacturers, of events or activities on its campus, and those principles will be applied uniformly and consistently to all manufacturers. The current law regarding promotions, inducements and advertising dictates these principles.
- No employee of the University or the Students’ Union will personally accept gifts of money, alcohol or promotional items from manufacturers, except as permitted by the regulations of the Liquor License Act and the LCBO directives.
- The University will allow only registered agents of liquor manufacturers to represent those manufacturers on campus.
- All promotions by beer, wine and liquor manufacturers and their agents must be cleared through the designated contact person acting on behalf of the license holder.

(i) Contact person for BUSU is the Manager for Food and Bar (or Designate) for advertisements and promotions relating to events in the Student Centre.

(ii) Contact person for Brock University is the Manager of Hospitality Services for advertisements and promotions relating anywhere else on campus.

B) In addition to and notwithstanding other sections of this policy, the Department of Athletics conform to “Guidelines of the Department of Athletics regarding advertising, promotional items and product from commercial suppliers.”

Alcohol Provision and Staff Training:

A) Consistent with the Liquor License Act Regulations, All BUSU Bar Staff, Food Services, Centre for the Arts, and Hospitality Services Personnel who serve alcohol will complete *Smart Serve* within 30 days of commencing employment. In the interim, new staff are to be monitored and supervised by trained staff.

B) All Residence Life Staff will be trained in issues around alcohol including how to identify signs of intoxication and manage the care of intoxicated people.

Campus Alcohol Policy Committee:

The Brock University Alcohol Policy Committee will review this policy on a bi-annual basis. Where possible, the committee and other appropriate offices will also analyze gaps in any of the following areas: plans for alcohol awareness programming by various campus offices to ensure that educational objectives are addressed; Report on operations, consumption trends and challenges from Food Services, Hospitality Services and Isaac's Pub; a report on alcohol-related Security, Conduct and Environment, Health and Safety incidents; and major incidents, best practice procedures, alcohol related problems on campus and enforcement of sanctions as needed.

Membership of the committee:

Manager, Student Conduct - Chair
Director of Residences or designate
Manager of Hospitality Services
Representative - Faculty
Representative - Campus Security Services
Representative - Environment, Health and Safety
Representative - Athletics
Representative - Student Health Services
Representative - Graduate Students' Association
Representative - BUSU
Liquor Services and Entertainment Programmer - BUSU
Faculty/Staff Member from CCOVI
Representative - Special Events/Communications

Related policies

Student Code of Conduct
Residence Community Guiding Principles
Respectful Work and Learning Policy
Workplace Violence Prevention Policy
Occupational Health and Safety Policy
Travel and Field Safety Policy
Campus Promotions Policy
Risk Management Guidelines
Athletics Handbook

References:

Brock University, the Alcohol Policy Committee, and the Office of Student Conduct, wish to acknowledge the following institutions and organizations, whose related policies and procedures provided important assistance, ideas and background in the development of these policies: The University of Calgary, McMaster University, The Council of Ontario Universities, Alcohol and Gaming Commission of Ontario/Liquor License Act, National Institute on Alcohol Abuse and Alcoholism of the National Institutes of Health, and Smart Serve Ontario: Responsible Alcohol and Service Training.

Amendments (revision history)

Date revised	Responsible
Adopted April 1992	AVP Student Services
September 1994	AVP Student Services
August 2003	AVP Student Services
October 2005	AVP Student Services
August 2008	AVP Student Services
November 2010	Vice-Provost & AVP Student Services

Date: December 9, 2011

APPENDIX A

Guidelines for Research Involving Alcohol Consumption

Research involving alcohol consumption can be considered minimal risk if all of the following conditions are met. Research involving any deviations from these conditions will be reviewed by the full board.

1. Safety Precautions

- a. The following participant criteria apply for research studies involving alcohol consumption and should be listed on recruitment and consent materials:
 - i. Must be of legal drinking age (at least 19 yrs. old with proper identification)
 - ii. Must not have consumed any other alcohol on the day of the study
 - iii. Must not be pregnant
 - iv. Must not be allergic to the alcohol being consumed or any ingredients in the alcohol
 - v. Must not be taking prescription or non-prescription medication for which the label instructions or a medical professional have advised against alcohol consumption
 - vi. Must not have any other medical reason for abstaining from alcohol
- b. The maximum amount of alcohol to be consumed must be limited to one standard drink. A standard drink contains 13.6 grams of alcohol which is the amount in:
 - i. 341 mL or 12 oz. of beer or cooler (5% alcohol)
 - ii. 142 mL or 5oz glass of table wine (12% alcohol)
 - iii. 236-266mL or 8-9oz of malt liquor (7% alcohol)
 - iv. 85mL or 3oz of fortified wine such as sherry or port (18% alcohol)
 - v. 43mL or 1.5 oz. of spirits (40% alcohol)

Important Note: Higher strength beer (e.g. 6, 7, or 8%), higher strength coolers and overproof liquor will contain more than 1 standard drink.

- c. A protein-based snack must be available for participants
- d. All participants must take a breathalyzer test before being permitted to leave a research lab. No participant may leave until the blood alcohol concentration is below 0.05 (5%). Participants travelling with a G1, G2, M1, or M2 license and/or drivers 21 and under must not be permitted to leave the lab until the blood alcohol concentration is 0, unless they provide evidence of an alternative means of transportation.
 - Breathalyzer testing must be specified in the consent materials

2. Other Research Procedures

- a. Each participant must provide valid identification before alcohol is served

Acceptable forms of age identification include:

- i. An Ontario Driver's License with a photo
 - ii. A Canadian passport with a photo
 - iii. A Canadian citizenship card with a photo
 - iv. A Canadian Armed Forces Identification Card with a photo
 - v. A photo card issued by the Liquor Control Board of Ontario (LCBO), entitled Bring your ID (BYID)
- b. Participants travelling via personal motor vehicle must show a driver's license. Those with a G1, G2, M1, or M2 license and/or drivers 21 and under must maintain a blood alcohol concentration of 0 or provide evidence of an alternative means of transportation.

- c. Alcohol consumption must be indicated on recruitment materials, but not in such a way that the recruitment materials could be perceived as advertisements promoting free alcohol.
- d. The Principal Investigator will establish a maximum number of participants (or a maximum ratio of participants to researchers) who may be present in a research lab at one time.

3. Training of Research Staff

- a. The Principal Investigator must train all research staff directly to ensure they fully understand the importance of following ethical standards and safety precautions, the potential dangers that could arise if these standards are not met, and strategies to address social issues that could arise in the research (e.g., scripts for requesting identification or enforcing wait time following a breathalyzer reading above 0.05 or the relevant legal driving limit).
- b. Written documentation of ethical standards and safety precautions must be provided to all research staff and must be available for reference in the lab.
- c. The Principal Investigator must provide onsite supervision for at least 10 trials for each research staff member and until that staff member demonstrates an ability to carry out research tasks ethically, safely, and professionally.
- d. The Principal Investigator must visit the lab on a regular basis for ongoing monitoring.

4. Alcohol Policy

Brock University is accountable for the research carried out in its own jurisdiction or under its auspices and may refuse certain research even though the REB has found it ethically acceptable. Researchers may also be responsible for understanding Brock University's Alcohol Policy, the Liquor License Act of Ontario and the provisions of the Alcohol and Gaming Commission of Ontario prior to the commencement of research involving alcohol service and/or consumption. According to Brock's Liquor License Policy, "only designated agents of the license holders (Isaac's in the Student Centre and Hospitality Services for the rest of the campus) may serve alcohol on campus with the exception of Section VI regulation 7/8 of the Liquor License Act which pertains to the use of alcohol by the Cool Climate, Oenology and Viticulture Institute." Furthermore, alcohol service is normally limited to licensed hours of operation:
11:00 a.m. - 2:00 a.m.